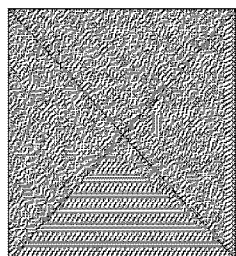



To: Jeanne Min[jeanne.min@lacity.org]; Tony Arranaga[tony.arranaga@lacity.org]; Max Geschwind[max.geschwind@lacity.org]
From: Dan Halden
Sent: Fri 5/22/2020 8:42:20 PM
Subject: Fwd: Best Practices Reminder for Public Records Requests

FYI



Dan Halden

Director, *HEART of Hollywood*
(213) 254-7214 | cd13.com | heartofhollywood.la

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From: Frank Mateljan <frank.mateljan@lacity.org>
Date: Thu, May 21, 2020 at 10:39 AM
Subject: Best Practices Reminder for Public Records Requests
To: Mateljan, Frank <Frank.Mateljan@lacity.org>

Good Afternoon Council Colleagues,

As the transition begins into a more stable work environment, we wanted to take this opportunity to reach out and offer some guidance as to best practices regarding response and production of requests under the California Public Records Act (CPRA). As you may be aware, there have been no changes adopted on the state level to our statute obligations and timelines for response.

Once a CPRA is received:

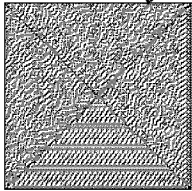
- 1) Your office may send an email confirming the receipt of the request and an acknowledgement that a response is due within 10 days as to if responsive documents are available.
- 2) During the 10 day period, conduct a thorough search with all applicable custodians of potentially responsive documents per the parameters and search terms outlined in the CPRA request. If the terms are vague, please work with the requester to narrow or refine their search as appropriate.
- 3) On or before the 10 day period following the receipt of the CPRA request provide the requester with an estimate on how many potentially responsive documents have been identified following your search. If the volume and complexity of the search necessitates additional time to search for responsive documents, an 14 day extension may be requested.
- 4) Once your search is complete, either on the 10th or 24th day, provide an estimate on how many days you estimate it will take to fully review the documents either for withholdings or redactions. This estimate should be based on the total number of documents identified and any staffing/time restraints that are applicable given your workload. Given the circumstances of the COVID-19 emergency and the complexity of remote access working we are all facing, it is perfectly reasonable to estimate additional weeks for the completion of a production.
- 5) On the production date, please provide all documents to the requester along with a citation of the reason for any withholdings due to privilege or redactions. If additional delays have been experienced, please inform the requester of those delays and provide a prompt estimate as to the new production date.

As always, Bethelwel and I are available to assist with any questions you may have. Thank you for your hard work on this issue, especially during these trying times.

best regards,
Frank Mateljan

--
Frank T. Mateljan III
CPRA Unit - General Counsel Division

Office of City Attorney Mike Feuer
200 N. Main Street, Suite 800
City Hall East, Mail Stop 140
Los Angeles, CA 90012
frank.mateljan@lacity.org



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